

Program Area Overview

The **General Government and Support Services** Program Area is comprised of a diverse group of thirteen departments and offices that share the common goals of:

- *Supporting the goals of Justice and Public Safety, Health and Human Services, and Roads and Land.*
- *Serving taxpayers and protecting their assets.*

The departments and offices that make up the General Government and Support Services Program Area are:

- County Attorney
- County Auditor
- County Clerk
- Facilities Management
- Human Resources Management
- Information and Telecommunication Systems
- Planning and Budget Office
- Purchasing
- Records Management and Communication Resources
- Tax Assessor-Collector
- Texas Exposition Center
- Treasurer

The General Government and Support Services Program Area was established by the Commissioners Court in the Spring of 1994 as a part of Travis County's Strategic Planning process. This is the first time in the County's history that a formal grouping of these departments and offices was established for any purpose.

For presentation in the Adopted Budget, the County Judge, the Commissioners, the General Administration Department and Historical Commission's budgets will be included in this Program Area. In addition,

the County Attorney and the County Clerk Departments are also members of the Justice and Public Safety Program Area. For display purposes, they will be shown in that Program Area, and not included in General Government and Support Services.

Key Service Populations

The key service populations or major stakeholders of the General Government and Support Services Program Area are:

- *All County Departments*
- *Commissioners Court*
- *County Employees*
- *Taxpayers*
- *Travis County Residents and Visitors*

Staffing

In the FY 2003 Adopted Budget, the General Government and Support Services Program Area has 494.5 FTE. This Program Area has experienced just over 7% growth (32 FTE) in staffing since FY 1998. A total of 11 positions have been added in either mid-year FY 02 or during the FY 03 budget process.

Table A on the next page provides a departmental summary of the number of regular positions by each department.

Financial Aspects

The General Fund budget for the General Government and Support Services Program Area is \$50,849,852 in the FY 03 Adopted Budget. This funding level represents an increase of 52%, or \$17,303,996 since FY 00.

Table B provides a summary of the General Fund for each department since FY 00. This

table shows an increase in funding of \$1,848,331 from FY 02 to FY 03.

In the FY 03 Adopted Budget, the General Government and Support Services Program Area has a total of \$3,557,702 in capital projects and equipment funded from the Capital Acquisition Resources Account. This Program Area will receive \$8,979,770 in funding from short term Certificates of Obligation in March 2003 for additional capital projects and equipment. In addition, \$255,000 in capital projects will be funded from existing Certificates of Obligation.

The following pages provide more detailed information on the FY 03 Adopted Budget including information on special funds and capital equipment and projects. Please note that in FY 03, unlike years prior to FY 02, the CAR funded capital equipment has been added to the department's operating budget as shown on the General Government and Support Services Program summary information. This change is attributable to new accounting standards implemented by the County under GASB 34.

Table A

Regular Positions - All Funds FY 1998 - FY 2003								
Department	FY 98	FY 99	FY 00	FY 01	FY 02	FY 03	Difference FY 03-98	Percent Change
County Judge	5.0	5.0	5.0	5.0	5.0	5.0	0.0	0%
Commissioner #1	4.0	4.0	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #2	4.0	4.0	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #3	4.0	4.0	4.0	4.0	4.0	4.0	0.0	0%
Commissioner #4	4.0	4.0	4.0	4.0	4.0	4.0	0.0	0%
Cash/Investment Mgt.	3.0	3.0	2.0	0.0	0.0	0.0	-3.0	-100%
County Auditor	57.0	57.0	57.0	58.0	66.0	71.0	14.0	25%
Facilities Management	82.0	90.0	81.0	84.0	86.0	87.0	5.0	6%
Historical Commission	0.0	0.0	0.0	0.0	0.0	0.0	0.0	N/A
Human Resource Mgt.	23.0	23.0	22.0	22.0	24.0	24.0	1.0	4%
Information & Telecomm. Sys	78.0	79.0	75.0	78.0	78.0	81.0	3.0	4%
Planning and Budget	10.0	11.0	11.0	13.0	13.0	13.0	3.0	30%
Purchasing	26.0	26.0	26.0	27.0	29.0	30.0	4.0	15%
Records Mgt & Comm Rsc.	43.5	43.0	42.0	43.5	44.0	44.0	0.5	1%
Tax Assessor-Collector	101.0	107.0	101.5	101.5	104.5	104.5	3.5	3%
Texas Exposition Center	13.0	13.0	13.0	13.0	13.0	14.0	1.0	8%
Treasurer	5.0	5.0	5.0	5.0	5.0	5.0	0.0	0%
Total	462.5	478.0	456.5	466.0	483.5	494.5	32.0	7%

Table B

**General Fund Budget By Department
FY 2000 - FY 2003 Adopted Budget**

	FY 00	FY 01	FY 02	FY 03	FY 03- 00 Difference	Percent Change
County Judge	\$ 314,993	\$ 331,864	\$ 347,896	\$ 347,664	\$ 32,671	10%
Commissioner #1	\$ 230,436	\$ 241,457	\$ 257,023	\$ 256,433	\$ 25,997	11%
Commissioner #2	\$ 236,772	\$ 248,935	\$ 265,032	\$ 263,664	\$ 26,892	11%
Commissioner #3	\$ 225,094	\$ 238,544	\$ 252,482	\$ 255,769	\$ 30,675	14%
Commissioner #4	\$ 225,479	\$ 240,870	\$ 256,643	\$ 259,566	\$ 34,087	15%
General Administration	\$ 1,718,485	\$ 1,341,859	\$ 1,521,750	\$ 1,369,745	\$ (348,740)	-20%
Historical Commission	\$ 1,492	\$ 1,492	\$ 1,842	\$ 1,842	\$ 350	23%
Cash/Investment Mgt.	\$ 189,528	\$ -	\$ -	\$ -	\$ (189,528)	-100%
County Auditor	\$ 3,336,301	\$ 3,925,371	\$ 4,740,818	\$ 5,206,507	\$ 1,870,206	56%
Facilities Management	\$ 6,089,584	\$ 9,655,246	\$ 11,584,996	\$ 10,978,097	\$ 4,888,513	80%
Human Resources Mgt.	\$ 4,104,444	\$ 4,503,744	\$ 5,950,819	\$ 6,086,748	\$ 1,982,304	48%
Info & Telecomm Sys	\$ 7,562,224	\$ 8,585,961	\$ 12,726,180	\$ 14,404,206	\$ 6,841,982	90%
Plan. and Bdg Office	\$ 763,500	\$ 985,491	\$ 1,177,481	\$ 1,166,952	\$ 403,452	53%
Purchasing	\$ 1,553,776	\$ 1,711,709	\$ 1,902,473	\$ 1,989,419	\$ 435,643	28%
Records Mgt/Comm Res	\$ 2,740,519	\$ 3,051,419	\$ 3,326,172	\$ 3,176,267	\$ 435,748	16%
Tax Assessor-Coll	\$ 3,972,929	\$ 4,248,988	\$ 4,389,245	\$ 4,782,388	\$ 809,459	20%
Treasurer	\$ 280,300	\$ 283,582	\$ 300,669	\$ 304,585	\$ 24,285	9%
Total	\$ 33,545,856	\$ 39,596,532	\$ 49,001,521	\$ 50,849,852	\$ 17,303,996	52%

Commissioners Court Summary

Overview

Four County Commissioners and the County Judge form the Commissioners Court, which is the chief legislative and executive branch of county government. Their primary function is to lead Travis County in achieving the mission of the County:

“For the people of Travis County, our mission is to preserve health, provide a safety net for the needy, ensure the public safety, facilitate the resolution of disputes, foster an efficient transportation system, promote recreational opportunities, and manage county resources in order to meet the changing needs of the community in an effective manner.”

Adopted Budgets FY 03

	County Judge	Comm., Precinct 1	Comm., Precinct 2	Comm., Precinct 3	Comm., Precinct 4	Total
Personnel	\$341,164	\$251,433	\$258,664	\$250,769	\$254,566	\$1,356,596
Operating	\$6,500	\$5,000	\$5,000	\$5,000	\$5,000	\$26,500
CAR	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$347,664	\$256,433	\$263,664	\$255,769	\$259,566	\$1,383,096
FTE	5	4	4	4	4	21
Other Capital	\$0	\$0	\$0	\$0	\$0	\$0

County Judge (01)

Mission Statement

The mission of the County Judge's Office is to provide leadership, coordination, and assistance to County offices in a manner that promotes high quality and efficiency in the delivery of County services to the public.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
% of meetings attended by County Judge	95%	97%	98%	97%
% of agendas distributed by noon Weds.	97%	97%	98%	97%
Total number of agenda items	3,490	3,560	3,550	3,575
Number of TABC applications processed	413	416	425	435
% of TABC permits processed within three days of receipt	98%	97%	98%	98%
Number of TABC hearings held	5	6	8	8
Number of phone calls received	25,975	26,100	26,100	26,100
Number of pieces of mail received	13,600	13,700	13,750	13,750

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$311,892	\$325,364	\$341,396	\$341,164	(\$232)
Operating	\$3,101	\$6,500	\$6,500	\$6,500	\$0
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$314,993	\$331,864	\$347,896	\$347,664	(\$232)
FTEs	5	5	5	5	0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the County Judge's office includes a decrease of \$232, or .07% less than the FY 02 Adopted Budget.

Personnel

Highlights of a \$232 decrease in personnel include:

- A decrease of \$1,336 for the removal of one-time performance based pay.
- An increase of \$469 for longevity based pay
- A net decrease of \$3,565 due to the department submitting its budget below the established budget target.
- An increase of \$4,200 due to increases in health insurance and retirement costs.

Operating Expenses

There is no change to the operating budget from FY 02 to FY 03.

FY 03 Capital

The FY 03 Adopted Budget includes no capital for this department.

Commissioner, Precinct One (02)

Mission Statement

The mission of the Precinct One County Commissioner is to use County resources to promote governmental efficiency and fiscal responsibility. The Commissioner will:

- Provide executive oversight of departmental initiatives;
- Determine, implement, and enforce Travis County policies; and
- Ensure adequate roads, better parks, improved county services for the indigent, and the efficient delivery of other county programs.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Actual	FY 03 Projected
Number of agenda items sponsored	102	175	168	185
Total number of work orders referred to TNR for Precinct One	1,463	1,500	3,702	4,072
Total work orders referred to TNR for Precinct One that were completed	1,295	2,750	3,517	3,869
Number of committees and boards on which the Precinct One Commissioner serves	12	12	12	14
Number of special projects	21	30	30	30
Number of letters written on behalf of constituents	75	100	100	100
Number of speeches/presentations given on various topics	19	30	30	35

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY03-02
Personnel	\$223,951	\$236,457	\$252,023	\$251,433	(\$590)
Operating	\$6,485	\$5,000	\$5,000	\$5,000	\$0
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$230,436	\$241,457	\$257,023	\$256,433	(\$590)
FTEs	4	4	4	4	0
Prior Year CAR	\$0	\$3,387	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the Precinct One Commissioner's Office includes a decrease of \$590, or .2% less than the FY 02 Adopted Budget.

Personnel

Highlights of a \$590 decrease in personnel include:

- A decrease of \$28 for the removal of one-time performance based pay.
- An increase of \$530 for longevity pay.
- An increase of \$3,295 for increases to health insurance and retirement costs.
- A decrease of \$4,387 voluntarily returned by the department as the result of permanent salary savings.

Operating Expenses

There is no change to the operating budget from FY 02 to FY 03.

FY 03 Capital

The FY 03 Adopted Budget includes no capital for this department.

Commissioner, Precinct Two (03)

Mission Statement

It is the mission of the Precinct Two Office to be advocates for good government, to make government work for the people, to be a trouble-shooter on behalf of our constituents and taxpayers, to make government work smarter and better, to strengthen the management of the County's financial, natural and human resources, to organize and work at problem solving in teams, to encourage horizontal and vertical communication within and outside the organization, and to help lead and coordinate a very lean and dedicated set of County employees.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of Precinct Two maintained road miles	377.89	335.02	373.97	152
# of subdivision plats submitted	151	226	183	*
# of completed work orders	2,822	2,836	3,068	*
# of boards and commissions on which the Commissioner, Precinct Two serves	19	20	20	20
# of septic applications	253	718	240	*

* The boundaries of Precinct Two changed in FY 02. FY 00 to FY 01 performance measures are based on the previous boundaries of the precinct. The department will examine current and future data to re-establish performance measures trends as a result of redistricting.

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$233,342	\$243,935	\$260,032	\$258,664	(\$1,368)
Operating	\$3,430	\$5,000	\$5,000	\$5,000	\$0
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$236,772	\$248,935	\$265,032	\$263,664	(\$1,368)
FTEs	4	4	4	4	0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the Precinct Two Commissioner's Office includes a decrease of \$1,368, or 0.5%, less the FY 02 Adopted Budget.

Personnel

Highlights of a \$1,368 decrease in personnel include:

- A decrease of \$2,722 for the removal of one-time performance based pay.
- An increase of \$211 for longevity pay.
- A net decrease of \$2,175 due to the department submitting its budget below the established budget target.
- An increase of \$3,318 for increases to health insurance and retirement costs.

Operating Expenses

There are no changes to the operating budget from FY 02 to FY 03.

FY 03 Capital

The FY 03 Adopted Budget includes no capital funding for this department.

Commissioner, Precinct Three (04)

Mission Statement

The mission of the Commissioner, Precinct Three Office is to be responsive to the constituents in Precinct Three and citizens of Travis County.

The Commissioner's mission is to ensure that county services are provided in an efficient and effective manner that is fair to the recipients of those services and to the taxpaying public.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
Number of articles published	72	78	78	104
Number of internal/external TNR work orders handled for Precinct Three	3,194	4,007	3,000	5,000*
Number of referrals made to other departments within or outside Travis County (excluding TNR work orders)	375	263	300	500*
Number of committees and boards on which the Commissioner, Precinct Three serves	15	19	21	22
Number of presentations made to Travis County constituents	110	234	150	175
Number of agenda items sponsored	301	242	250	275
Number of Precinct Three maintained road miles	N/A	N/A	620	630
Number of subdivision plats submitted	N/A	N/A	275	300
Number of special projects	N/A	N/A	20	25
Number of mail/email received	N/A	N/A	1,460/1,700	1,500/1,820
Number of phone calls received	N/A	N/A	4,000	5,200
Number of meetings attended by the Commissioner	N/A	N/A	1,300	1,500
Number of meetings attended by the Commissioner's staff	N/A	N/A	800	1,000

* The boundaries of Precinct Three changed in second quarter of FY 02. The variances in FY 03 measures are due to this change of precinct boundaries.

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$222,294	\$233,544	\$248,982	\$250,769	\$1,787
Operating	\$2,800	\$5,000	\$3,500	\$5,000	\$1,500
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$225,094	\$238,544	\$252,482	\$255,769	\$3,287
FTEs	4	4	4	4	0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the Precinct Three Commissioner's Office includes an increase of \$3,287, or 1.3% over the FY 02 Adopted Budget.

Personnel

Highlights of a \$1,787 increase in personnel include:

- An increase of \$297 for longevity pay.
- A decrease of \$1,803 due to the office submitting its budget below the established budget target.
- An increase of \$3,293 for increases to health insurance and retirement costs.

Operating Expenses

An increase of \$1,500 in the operating budget due to a FY 02 midyear adjustment to restore the office's operating budget to amount established in FY 01 as the standard for all Commissioners' operating budgets.

FY 03 Capital

The FY 03 Adopted Budget includes no capital funding for this department.

Commissioner, Precinct Four (05)

Mission Statement

The mission of the County Commissioner Precinct Four Office is to provide an effective and efficient team style of government that results from the process of strategic planning. This process will result in better use of the existing tax base, better management of County departments, and improved services to constituents' needs.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of internal TNR work orders handled for Precinct Four	887	922	930	950
# of referrals made to HHS	402	442	460	500
# of referrals made to other departments within or outside Travis County	413	422	450	500
# of committees and boards on which the Commissioner, Precinct Four serves	12	14	14	14
# of special projects	12	14	14	14

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$223,179	\$235,870	\$251,643	\$254,566	\$2,923
Operating	\$2,300	\$5,000	\$5,000	\$5,000	\$0
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$225,479	\$240,870	\$256,643	\$259,566	\$2,923
FTEs	4	4	4	4	0
Prior Year CAR	\$0	\$500	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

- (A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts in prior years are shown below under "Prior Year CAR".
- (B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the Precinct Four Commissioner's office includes an increase of \$2,923, or 1.1%, over the FY 02 Adopted Budget.

Personnel

Highlights of a \$2,923 increase in personnel include:

- An increase of \$211 for longevity pay.
- A decrease of \$593 due to the office submitting its budget below the established budget target.
- An increase of \$3,305 for increases to health insurance and retirement costs.

Operating Expenses

There are no changes to the operating budget line items from FY 02 to FY 03.

FY 03 Capital

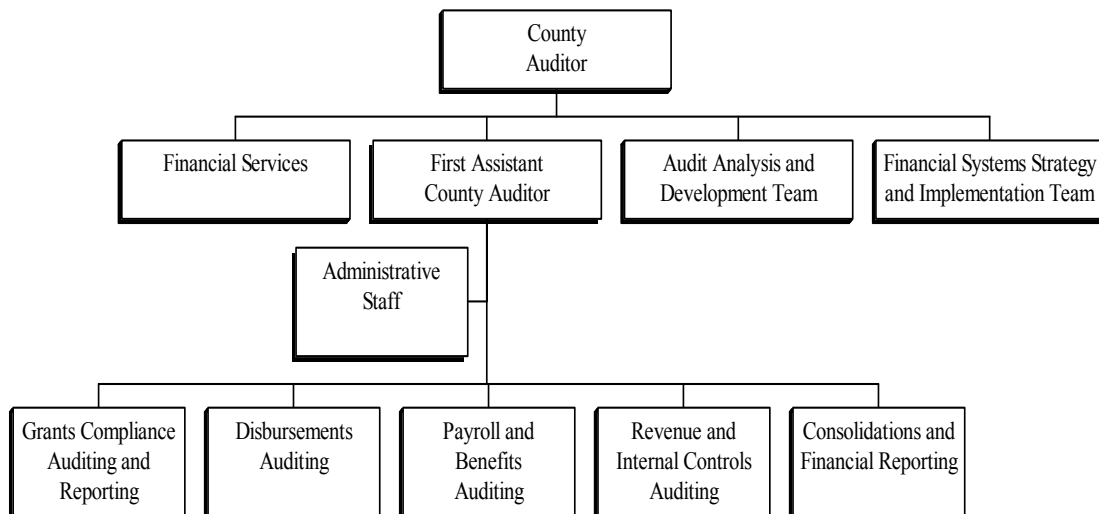
The FY 03 Adopted Budget includes no capital for this office.

County Auditor (06)

Mission Statement

To ensure that the County meets its fiduciary responsibilities to taxpayers with regard to County finances by strictly enforcing the statutes governing County finances as provided by the local government code (LGC), by providing the technical financial and managerial support necessary to ensure the integrity of the County financial reporting system, by providing the annual revenue estimate as the primary control parameter for the county budget, and by providing technical assistance and analysis to Travis County elected and appointed officials and customers to maximize the effective and efficient use of County resources.

Organizational Structure



The County Auditor is the Chief Financial Officer of the County. By statute, the office reports to the State District Judges, which provides for an independent review of county financial operations, separate from the Commissioners' Court, the legislative and executive branch of county government.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
Unqualified audit opinion from independent audit firm with no significant audit findings	100%	100%	100%	100%
Estimated general fund revenue that is at least 95%, but does not exceed 101% of actual revenue	96.7%	94.7%	95-101%	95-101%

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$3,145,168	\$3,639,956	\$4,416,827	\$4,875,938	\$459,111
Operating	\$191,133	\$285,415	\$323,991	\$330,569	\$6,578
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$3,336,301	\$3,925,371	\$4,740,818	\$5,206,507	\$465,689
FTE (C)	57.0	58.0	66.0	71.0	5.0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

In the FY 03 Adopted Budget, the County Auditor's Office budget includes an increase of \$465,689, or a 9.8% increase, excluding encumbrance rollovers (See note D).

Personnel

The \$459,111 increase in personnel expense includes:

- An increase of \$329,433 for the annualized, recurring cost of the five FTEs added in February 2002 for the financial systems strategy and implementation team, a County Auditor and ITS group created to participate on County-wide financial systems projects.
- A total of \$47,500 in career ladder increases.
- \$22,643 was added in December 2001 for the performance-based pay increase for the GASB 34 staff approved in the previous fiscal year.
- An increase of \$57,238 due to retirement and health benefit increases.
- An increase of \$2,297 reallocated from the operating budget.

Operating Expenses

Highlights of the \$6,578 increase in operating expenses include:

- A decrease of \$2,297 reallocated to the personnel budget.
- An increase of \$14,750 for operating costs associated with the five financial systems strategy and implementation team staff added in February 2002.
- A decrease of \$5,875 for one-time office equipment funding for the administrative assistant position approved in the FY02 Adopted Budget.

FY 03 Capital

The County Auditor's Office received no FY03 capital funding.

Notes:

- (C) In FY 00, the authorized FTE count for the Auditor's Office was 57. However, the Adopted Budget included funding for 52 positions. In FY 01, the authorized FTE count for the Auditor's Office was 58. However, the Adopted Budget included funding for 54 positions. In FY 02, the authorized FTE count for the Auditor's Office was 66 positions, although the Adopted Budget included funding for 62 positions. In FY03, the department has 71 authorized positions, although the Adopted Budget contains funding for 67 positions.
- (D) The County Auditor's Office FY 02 budget within the 5% statutory limit would have been \$5,242,062. Therefore, the FY 03 Adopted Budget of \$5,206,507 equals a \$35,555 decrease or a .7% decrease from the FY 02 statutory base.

Treasurer (07)

Mission Statement

The mission of the County Treasurer's office is to provide for the safekeeping of all County funds, perform as the chief custodian of County finances; receive, account, and disburse all moneys belonging to the County; keep the public fully informed of County government fiscal affairs; register all claims against the County; expedite the payment to all jurors; improve the processing of funds; perform fiduciary responsibilities as paying agent/registrar of all Travis County bonds; increase interest and accelerate the availability of funds; monitor the portfolio of Travis County; purchase and monitor collateral for all County funds; collect and report unclaimed property held by Travis County; and continually improve the efficiency and effectiveness of the Treasury's administrative operations.

Key Program Statistics

Measures	FY 2000 Actual	FY 2001 Actual	FY 2002 Projected	FY 2003 Projected
Number of cash receipts processed	8,603	9,126	9,000	9,000
Number of warrants processed	64,404	64,504	65,000	65,000
10% service fee retained for prompt filing	\$171,515	\$140,991	\$180,000	\$180,000

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$224,879	\$226,731	\$243,718	\$247,634	\$3,916
Operating	\$55,421	\$56,851	\$56,951	\$56,951	\$0
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$280,300	\$283,582	\$300,669	\$304,585	\$3,916
FTE	5.0	5.0	5.0	5.0	0.0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	0.0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and Bond funds.

FY 03 Budget Issues

The \$3,916 increase in the Treasurer's Office budget is due to increases in health insurance and retirement costs.

FY 03 Capital Issues

The FY 03 Adopted Budget does not include any funding for capital items.

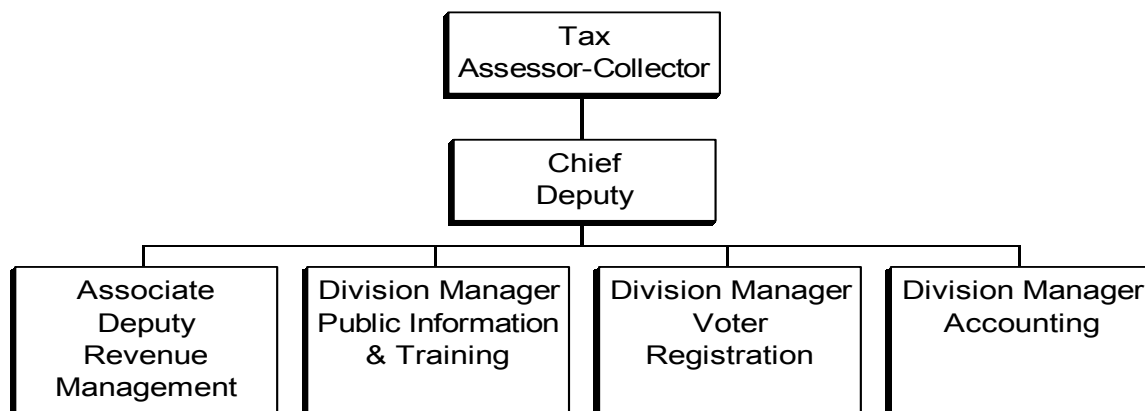
Tax Assessor-Collector (08)

Mission Statement

The mission of the Tax Assessor-Collector is to formulate policies and programs to ensure enforcement of the Texas Property Code, Texas Motor Vehicle laws, and the Texas Election Code. The basic duties and responsibilities of the Tax Assessor-Collector include: 1) assessing and collecting property taxes, 2) registering, licensing, and titling motor vehicles, 3) registering eligible voters, and 4) maintaining accountability for public funds.

Organizational Structure

The Tax Assessor-Collector is organized around the four functions displayed below and has six programmatic divisions: Administration, Public Information and Training, Revenue Management, Motor Vehicle Registration, Voter Registration, and Accounting.



Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
Public Training & Information:				
# of customer transactions	366,804	382,949	385,000	385,000
Property Tax:				
# of counter transactions (in-person)	21,711	19,968	20,166	20,367
# of drive-thru transactions	7,004	3,523	3,558	3,593
Motor Vehicle Registration:				
# of mail-in registrations	163,944	176,211	188,546	197,973
# of drive-thru customers	27,787	25,855	25,596	25,340
# of walk-in customers	157,459	172,370	145,050	143,600
Voter Registration:				
# of voter applications received	163,989	163,214	110,000	115,000
# of registered voters	572,429	526,962	550,000	529,000
Accounting:				
Total collections (all jurisdictions)	\$1.142m	\$1.210m	\$1.450m	\$1.700m

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$3,796,472	\$4,029,047	\$4,365,245	\$4,453,323	\$88,078
Operating	\$176,457	\$219,941	\$323,628	\$329,065	\$5,437
CAR	(A)	(A)	\$12,000	\$0	(\$12,000)
Total	\$3,972,929	\$4,248,988	\$4,700,873	\$4,782,388	\$81,515
FTE	101.5	101.5	104.5	104.5	0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the department includes an increase of \$81,515 or a 1.73% increase over the FY 02 Adopted Budget.

Personnel

Highlights of a \$88,078 personnel expense increase include:

- \$10,207 was removed for one time performance pay in FY 02.
- An increase of \$81,296 was due to increases in health insurance and retirement costs.
- \$982 was added as an elected official salary increase, effective April 1, 2003.
- \$22,045 was added to implement a community outreach program with in the Tax Office
- A total of \$6,037 was moved from personnel expenses to meet operating expenditure needs.
- The department submitted its budget with a \$1 reduction to its FY 03 budget.

Operating Expenses

Highlights of a \$5,437 operating expense increase include:

- \$100,000 was continued in the Tax Assessor/Collectors budget to begin a delinquent tax collections unit. These funds were added in FY 02 and continued into FY 03. This does not represent a net increase in the Tax Office Budget over the prior year.
- \$600 in one time FY 02 expenses were removed from the Tax Assessor/Collector budget.
- \$6,037 was transferred from personnel expenses to meet operating needs.

FY 03 Capital

The department received no capital funds for FY 03.

Planning and Budget Office (09)

Mission Statement

The Planning and Budget Office (PBO) will facilitate the wise use of County resources for the effective provision of public services. PBO will do so by working with Travis County government organizations to plan, research, and evaluate budgetary and policy issues. In addition, PBO will integrate countywide spending and strategic plans and prepare the County budget. The Cash Investment Management Division will effectively and efficiently manage and invest the funds of Travis County within legal and policy parameters, manage the depository banking relationship, and assist the County corporations via contractual agreement.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
Customer satisfaction with services; scale of 1-5	N/A	4.08	4.08	4.08
Customer satisfaction with budget process	N/A	3.83	3.83	3.83
Number of Budget Adjustments processed	5,524	5,854	5,800	5,800
Portfolio yield in basis points over applicable benchmark	(10.30)	118.20	25.00	45.00

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$722,245	\$931,701	\$1,023,737	\$1,012,388	(\$11,349)
Operating	\$41,255	\$53,790	\$153,744	\$154,564	\$820
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$763,500	\$985,491	\$1,177,481	\$1,166,952	(\$10,529)
FTE	11	13	13	13	0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the Planning and Budget Office has decreased \$10,529 when compared to the FY 02 Adopted Budget.

Personnel

Highlights of an \$11,349 decrease in personnel include:

- A decrease of \$27,629 budgeted for temporary employees to assist with implementing GASB 34 requirements.
- An increase of \$4,739 for career ladder advancements.
- An increase of \$11,230 due to increases in health insurance and retirement costs.
- A decrease of \$5,007 related to one time performance based pay in FY 02 for employees who have reached their pay grade's maximum pay.
- An increase of \$2,000 to annualize personnel actions.
- \$3,318 for the Court-approved Executive Manager pay increase.

Operating Expenses

The operating budget for PBO increased by \$820 as summarized below:

An increase of \$2,820 to fund the increases in the new depository bank contract as well as a decrease of \$2,000 moved to personnel expenditures.

FY 03 Capital

The FY 03 Adopted Budget does not include any funding for capital items.

General Administration (10)

Mission Statement

This department is an administrative function of the Commissioners Court. The General Administration budget is used for expenditures that do not fit easily into any other department. This department's budget consists of six different types of expenditures: Travis Central Appraisal District fees, county membership and participation fees for organizations such as the Texas Association of Counties (TAC), contracts for services that are for countywide purposes, performance-based pay for the Executive Managers, a contra-account for the entire county to reflect the savings that occur when employees decline health insurance, and transfers from the General Fund to other County funds.

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03–02
Personnel	\$6,705	(\$460,108)	(\$478,501)	(\$714,581)	(\$236,080)
Operating	\$1,711,780	\$1,801,967	\$2,000,251	\$2,084,326	\$84,075
CAR	(A)	(A)	\$0	\$0	\$0
General Fund	\$1,718,485	\$1,341,859	\$1,521,750	\$1,369,745	(\$152,005)
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
FTEs	0	0	0	0	0
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for General Administration General Fund budget includes a decrease of \$152,005, or 10% less than the FY 02 Adopted Budget.

Personnel

Highlights of a \$236,080 decrease in personnel include:

- A net decrease of \$24,994 for the removal of performance based pay for Executive Managers that was either distributed to the appropriate department or that remained unallocated in FY 02. A decrease of \$211,086 to account for the estimated County-wide FY 03 savings realized when county employees decline health insurance.

Operating Expenses

Highlights of a \$84,075 increase in operating includes:

- An increase of \$41,195 interest paid on property tax judgments.
- The addition of \$2,400 for the Deloitte & Touche auditing contract.
- An increase of \$33,730 for charges from the Travis Central Appraisal District.
- An addition of \$6,750 for arbitrage fees associated with bond funds that will be closed out.
- An internal reallocations within existing operating line items to align budget with FY 03 requirements.

FY 03 Capital Issues

The FY 03 Adopted Budget includes no capital funding for this department.

Human Resources Management (11) General Fund

Mission Statement

To recruit and retain a skilled work force committed to quality performance and to promote a healthy and safe work environment.

Department Philosophy

- Commitment to highest standard of ethics, confidentiality and fairness worthy of the trust of those we serve.
- Commitment to excellent customer service guided by a deep sense of integrity, responsibility, and dedication to the development of human resources

Overview

The Human Resources Management Department (HRMD) develops and implements programs, services and processes in the functional areas of staffing, recruitment, compensation, benefits, training, employee relations, health and safety, and risk management. Additionally, HRMD ensures compliance with Travis County policies and related state and federal laws and regulations.

Organizational Structure



The Director of the Human Resource Management Department reports to the Executive Manager of Administrative Operations.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of positions posted	548	662	600	670
# of PAF's processed	7,618	13,447	12,240	13,812
# of employees/management consultations	4,450	4,146	4,500	4,500
# of TCHR/EEO complaints filed	n/a	5	10	8
# of grievance hearings	1	2	2	2
# of current/former employees assisted with benefit issues (phone and walk-ins)	5,380	4,700	4,300	4,000
# of tuition refund requests	124	200	150	150
# of classification analysis	40	51	300	300
# of training and development opportunities	179	185	200	185
# of positions market surveyed	1,056	782	2,883	1,600
# of employees, retirees and COBRA participants enrolled in benefits plans during open enrollment	3,422	3,200	3,400	3,900

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$939,776	\$1,002,627	\$1,040,017	\$1,100,411	\$60,394
Operating	\$3,164,668	\$3,501,117	\$4,910,802	\$4,986,337	\$75,535
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$4,104,444	\$4,503,744	\$5,950,819	\$6,086,748	\$135,929
FTE	17.5	16.16	15.66	15.66	\$0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital included such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the department includes an increase of \$135,929 or a 2.3% increase over the FY 02 Adopted Budget.

Personnel

Highlights of a \$60,394 personnel expense increase include:

- A decrease of \$1,058 reallocated to the operating budget.
- A decrease of \$1,462 due to one-time compensation to red-lined employees.

- An increase of \$12,914 for retirement and health benefit increases.
- A total of \$50,000 for the projected increase in County-wide unemployment insurance for all employees.

Operating Expenses

Highlights of the \$75,535 increase in operating expense increase include:

- An increase of \$125,915 in the line items that provide General Fund resources to the Risk Management Fund in order to avoid using Risk Management Fund balance for ongoing obligations.
- \$309,816 is added to fund the increased cost of health insurance for retired Travis County employees.
- A decrease of \$409,806 in one-time resources for litigation expenses from the FY02 budget and an increase of \$48,552 for one-time, ad-hoc FY03 litigation obligations.
- An increase of \$1,058 reallocated from the personnel budget.

FY 03 Capital Issues

The HRMD budget contains no capital funding in FY03.

Human Resources Management Risk Management Fund (Fund 525)

Purpose

The Risk Management Fund is Travis County's self-insurance pool for Worker's Compensation, auto and general liability, and internal losses. The County also purchases catastrophic loss insurance from this fund. This fund is used to implement programs to reduce exposure to risk. At the end of FY 97, the County began operating an Owner Controlled Insurance Program (OCIP) to provide insurance on the County's facility projects that would otherwise be provided by a building contractor. The OCIP program ended in November, 2000, but Travis County is required by contract to maintain a claims reserve for seven years.

Funding Source

The Risk Management Fund is funded from the General Fund. General Funds budgeted in Human Resources Management for Tort Liability, Unemployment Compensation, General Insurance Premiums and OCIP are transferred to the Risk Management Fund. Workers' Compensation is budgeted in each department and transferred to the fund.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of Safety Training Sessions	110	30	80	30
Annual safety inspection for all departments	155	108	120	120
Loss prevention to County property (# of Claims)	340	388	350	390
# of alcohol and drug tests	274	320	300	320

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$563,431	\$591,021	\$633,449	\$685,300	\$51,851
Operating	\$9,884,054	\$9,294,196	\$12,285,253	\$10,526,959	(\$1,758,294)
Total	\$10,447,485	\$9,885,217	\$12,918,702	\$11,212,259	(\$1,706,443)
Capital	\$0	\$0	\$0	\$0	\$0
FTE	5.5	5.84	6.34	6.34	0.0

FY 03 Budget Issues

In the FY 03 Adopted Budget, the Risk Management Fund budget decreased by \$1,706,443.

Highlights of the \$51,851 increase in the personnel budget include:

- An increase of \$50,000 due to the projected increase in County-wide unemployment compensation for all employees.
- A decrease of \$4,505 due to one-time compensation to redlined employees.
- An increase of \$5,489 for health insurance and retirement increases.
- An increase of \$867 reallocated from the operating budget.

Highlights of the \$1,758,294 decrease in the operating budget include:

- An increase of \$125,915 for aviation, property, professional liability, and excess workers compensation insurance increases.
- A decrease of \$698,814 due to a one-time transfer to the Employee Health Insurance Fund.
- An increase of \$18,783 for third party adjustor contractual requirements.
- An increase of \$337,474 in order to rebudget funds for Moya Park improvements (\$291,390) and for Indoor Air Quality programs (\$46,084). These are projects authorized in FY02 to be completed in FY03.
- A decrease of \$867 reallocated to the personnel budget.
- A decrease of \$1,540,785 in allocated reserves and catastrophic reserves due to changes in fund balance.

FY 03 Capital Issues

In the FY 03 Adopted Budget, no capital items are budgeted in the Risk Management Fund.

Human Resources Management Hospital and Insurance Fund – County Employees (Fund 526)

Purpose

In FY 02, the Commissioners Court approved the establishment of Fund 526 for the self-insurance of employee and retiree health benefits. The advantages of self-insurance include the opportunity to offer a better level of benefits and to provide more control over increasing health benefit costs.

Funding Source

The Employee Health Insurance Fund FY03 Adopted Budget revenues of \$22,162,255 are derived from the following sources: premiums charged to employees and retirees (\$3,796,768), premiums charged to County departments (\$17,575,436), COBRA premiums (\$68,826), pooled cash investments (\$125,000), and fund balance (\$596,225).

Adopted Budget FY 03

	FY 01	FY 02	FY03	Diff FY 03-02
Personnel	\$0	\$107,739	\$100,104	(\$7,635)
Operating	\$0	\$18,226,696	\$22,062,151	\$3,835,455
Total	\$0	\$18,334,435	\$22,162,255	\$3,827,820
Capital	\$0	\$0	\$0	\$0
FTE	0.0	2.0	2.0	0.0

FY 03 Budget Issues

Personnel

Highlights of the \$7,635 decrease in the personnel budget include:

- A decrease of \$9,203 reallocated to the operating budget.
- An increase of \$1,568 for health insurance and retirement increases.

Operating

Highlights of the \$3,835,455 increase in the operating budget include:

- An increase of \$9,203 reallocated from the personnel budget.

- An increase of \$797 for actuarial services.
- An increase of \$163,462 for the stop/loss premium.
- An increase of \$2,078,108 for active employee claims.
- An increase of \$683,594 for retiree claims.
- An increase of \$282,953 for COBRA claims.
- An increase of \$297,801 for administrative fees.
- An increase of \$319,537 in reserves.

FY 03 Capital Issues

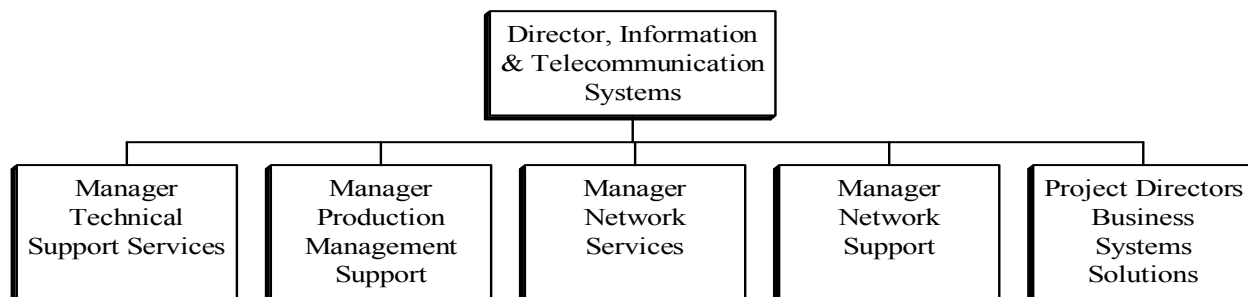
In the FY 03 Adopted Budget, no capital items were budgeted in the Hospital and Insurance Fund.

Information and Telecommunication Systems (12)

Mission Statement

To assist departments in the execution of their functional responsibilities through the successful application of information technology.

Organizational Structure



The Director of Information and Telecommunication Systems reports to the Executive Manager of Administrative Operations.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
Average quarterly system availability	99%	99%	99%	99%
Network trouble calls (high severity) resolved w/in 4 hours	N/A	1:15 Hrs	4:0 Hrs	4:0 Hrs
Average time to resolve all Help Desk calls	N/A	6.5 Hrs	5.75 Hrs	5.0 Hrs
Number of training classes offered	76	165	160	160
Number of in bound/out bound calls to the HelpDesk	50,213	70,825	66,400	66,400
Number of new major systems implemented	7	1	7	2

Adopted Budgets FY 00-FY 03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$4,544,785	\$5,188,389	\$5,412,281	\$5,849,186	\$436,905
Operating	\$3,017,439	\$3,397,572	\$4,420,993	\$5,363,006	\$942,013
CAR	(A)	(A)	\$2,892,906	\$3,192,014	\$299,108
Fund Total	\$7,562,224	\$8,585,961	\$12,726,180	\$14,404,206	\$1,678,026
FTE	75.0	78.0	78.0	81.0	3.0
Prior Year CAR	\$2,798,989	\$2,725,854	(A)	(A)	(A)
Other Capital (B)	\$1,205,500	\$735,000	\$936,540	\$1,427,220	\$490,680

- (A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR."
- (B) Other Capital includes such sources as Certificates of Obligation and other Special Revenue funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for Information and Telecommunication Systems has increased by \$1,678,026 from the FY 02 budget. Information & Telecommunication Systems operating and personnel budgets combined have increased by \$1,378,918. This increase is comprised of a \$436,905 increase in the personnel budget and a \$942,013 increase in operating funds.

Personnel

Highlights of the \$436,905 increase in the personnel budget include:

- An additional \$84,104 to annualize FY 02 midyear personnel actions and account for Performance Based Pay for the Executive Manager that was originally budgeted in General Administration.
- An internal reallocation of \$17,950 from the personnel budget to the operating budget.
- A one-time decrease of \$23,719 due to red-lined employee compensation increases.
- An increase of \$67,804 due to increases in health insurance and retirement costs.
- An increase of \$92,415 to fund the Database Administrator position that was approved for the department temporarily in late FY 02.
- An increase of \$234,251 to fund the first year of the e-filing project that includes one permanent FTE (Project Coordinator) and 10 temporary employees.

Operating

Highlights of the \$942,013 in the operating budget include:

- A decrease of \$13,453 for one time costs incurred in FY 02.
- An internal reallocation of \$18,535 to the operating budget from the personnel budget.
- An increase of \$696,740 for Maintenance of Current Effort cost increases in maintenance agreements and other purchased services. These agreements and services are composed of: \$376,000 for the Tiburon Courts System, \$70,000 for Unisys, \$43,000 for Tiburon law enforcement module, \$44,000 for Oracle software, and \$163,740 for several dozen ongoing maintenance agreements.
- An increase of \$144,991 in Maintenance of Current Effort for server MAPPER for the Unisys system, for additional contract programmers due to workload increases, and for travel and training related to the implementation of the 911-RDMT CAD system.
- An increase of \$45,000 for disaster recovery planning consulting related to network security.
- A one-time increase of \$1,220 for space-related infrastructure costs related to funding of the Tax Office Outreach package.

- An increase of \$49,000 for the first year of the e-filing initiative (this includes \$25,000 in operating capital).
- A decrease of \$20 to correct for a typographical error.

FY 03 Capital

Capital equipment and capital projects included in the Adopted Budget from all sources total \$4,619,234.

Capital Equipment and Projects funded from CAR (\$3,192,014)

- County-Wide personal computer, notebook, and printer replacements as well as software upgrades (\$1,589,250).
- ITS Priority Projects to be identified by the department; such projects may include funding part or all of the conversion to Ethernet, major systems upgrades, network security, IJS reserve, eGovernment, intranet expansion, citizen response system, and e-filing (\$1,000,000).
- New County-Wide personal and notebook computers and printers (\$71,750).
- Computer equipment and software for County-Wide technology infrastructure including conversion to Ethernet, telephone disaster recovery, voice communication call tracking system, and server Mapper hardware and software for the Unisys system (\$336,750).
- Replacement CAD workstation rebudgeted from FY02 (\$63,314).
- GAATN expansion and site expansion rebudgeted from FY02 (\$90,950).
- Additional Ethernet conversion funds rebudgeted from FY02 (\$40,000).

Capital Projects funded from County Clerk Records Management Fund (Fund 028) (\$50,000)

- Scanners for the e-filing project (\$50,000).

Capital Projects funded out of five year Certificates of Obligation (\$1,122,220)

- Major computer systems upgrades that include upgrading and replacing the data center application file servers for IJS and other mid-range systems (\$870,000).
- E-filing system (\$252,220).

Capital Equipment and Projects funded from existing Certificates of Obligation (\$255,000)

- File server replacements (\$200,000).
- Replacement of Precinct 2 and Executive Office Building PBX's (\$55,000).

Travis County Exposition Center (Fund 501)

Purpose

The Travis County Exposition Center is a multi purpose facility, designed to host events varying from receptions, concerts, trade shows, and livestock and horse shows. The Center is able to provide low cost meeting space to the Travis County citizens as well as host events that contribute to the economy of Travis County when out-of-county people visit the events.

Funding Source

The Travis County Exposition Center Fund generates revenue by charging fees to those who rent the facility. In addition, the Fund also receives a percent of the concessions revenue generated. The estimated total charges for services in FY 03 is \$555,994. In addition, the Exposition Center Funds is projected to receive \$1,000 in interest, \$558,386 in miscellaneous revenue, and \$74,577 as a beginning fund balance, for total revenues of \$1,189,957.

Key Program Statistics

Measures	FY 2000 Actual	FY 2001 Actual	FY 2002 Projected	FY 2003 Projected
Number of Events	238	232	256	280
Number of Events Days*	420	266	295	320

*Some events are more than one day in length and use more than one building.

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$449,848	\$495,749	\$516,212	\$568,246	\$52,034
Operating	\$483,285	\$601,563	\$523,186	\$621,711	\$98,525
Total	\$933,133	\$1,097,312	\$1,039,398	\$1,189,957	\$150,559
Capital	\$969,994	\$5,058,276	\$0	\$200,000	\$200,000
FTE	13.0	13.0	13.0	14.0	1

FY 03 Budget Issues

The Allocated Reserve in the Travis County Exposition Center Fund (Fund 501) has decreased a total of \$104,889 in FY 03 to \$1,046. The Fund's Unallocated Reserve has been maintained in FY 03 at \$50,000.

In addition, the operating budget includes \$570,665 in general operating line items for maintenance of the Exposition Center. This operating budget includes \$17,200 for advertising, \$39,000 for a scrubber, \$45,000 for a metal storage building, \$22,250 for a forklift, \$14,000 for a mower and \$14,000 for three golf carts. Budgeted expenditures for FY 03 also include salaries

for fourteen full time employees, including one new Maintenance position, and temporary employees totaling \$568,246.

FY 03 Capital

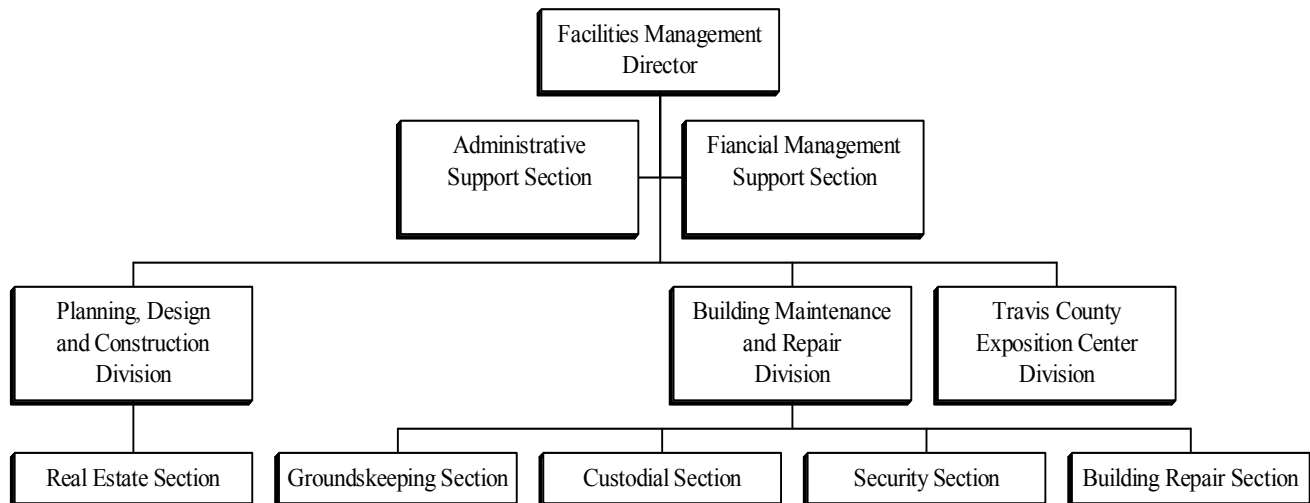
A total of \$200,000 in FY 03 Certificates of Obligation was approved for portable stalls.

Facilities Management (14)

Mission Statement

To manage the planning, design, construction, maintenance, operations and leases for facilities that effectively and efficiently meets economic and functional needs of Travis County.

Organizational Structure



The Director of Facilities Management reports to the Executive Manager of Administrative Operations.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
% of correct pay applications processed w/ 7 days	N.A.	98% (est.)	95%	95%
% of acceptable invoices processed w/in 7 days	N.A.	98% (est.)	98%	95%
% of correct contract mods processed w/in 7 days	N.A.	100% (est.)	100%	100%
% of budget transfers processed w/in 48 hrs.	N.A.	100% (est.)	100%	100%
% of purchase requisitions processed w/in 7 days	N.A.	100% (est.)	100%	100%
Variation of construction contract modifications	1.33%	3.57%	10%	10%-15%
Construction sched. variance	13.28%	5.89%	10%	10%-20%
Design contract modifications	N.A.	N.A.	10%	5%-10%
Design schedule variance	N.A.	N.A.	10%	10%-25%
% of grounds maintenance accomplished versus plan	85%	85%	85%	92%
Total call in job req. (excluding moves & recycle pick up)	463	474	600	575
Total completion of Best Locking program	95%	96%	100	100

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
% of systems w/ Preventive Maintenance	87%	90%	90%	90%
% of Emergency Calls closed w/in 48 hrs.	100%	93%	93%	93
% of maintenance job orders self-identified by dept	44%	42%	40%	45
% of "routine" maintenance calls closed w/in target	96%	95%	95%	97
Total maintenance call in job requests per month	268	247	350	325

N.A. data not currently available

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$2,900,764	\$3,295,502	\$3,553,725	\$3,592,198	\$38,473
Operating	\$3,188,820	\$6,359,744	\$7,083,452	\$7,098,506	\$15,054
FY 02 CAR	(A)	(A)	\$947,819	\$287,393	(\$660,426)
Fund Total	\$6,089,584	\$9,655,246	\$11,584,996	\$10,978,097	(\$606,899)
FTE	81.0	84.0	86.0	87.0	1.0
Prior Year CAR	\$1,515,608	\$791,508	(A)	(A)	(A)
Other Capital (B)	\$358,600	\$6,663,276	\$11,043,567	\$7,657,550	(\$3,386,017)

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and Bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for Facilities Management has decreased by \$606,899 from the FY 02 budget. This decrease is attributable to a reduction of \$660,426 in CAR resources in FY 03. Facilities Management operating and personnel budgets combined have increased by \$53,527. This increase is comprised of a \$38,473 increase in the personnel budget and a \$15,054 increase in operating funds.

Personnel changes in this budget, resulting in an increase of \$38,473, include:

- A decrease of \$13,943 related to one time performance based pay in FY 02 for employees who have reached their pay grade's maximum pay.
- A decrease of \$13,452 for one-time costs incurred in FY 02.
- An increase of \$65,868 due to increases in health insurance and retirement costs.
- An additional Custodial position was added mid-year to replace a custodial contract and was budget neutral.

Operating changes in this budget, resulting in an increase of \$15,054, include:

- A decrease of \$25,158 for one time costs incurred in FY 02.
- A decrease of \$228,423 due to lease savings incurred in FY 02.
- A decrease of \$21,452 due to utility savings as part of energy efficiency improvements.

- A decrease of \$45,776 as these funds were permanently transferred to TNR for utility expenses at Travis County parks.
- A total of \$80,413 for maintenance issues in FY 03 including fire alarm expenses, air filters and other miscellaneous maintenance expenses.
- A total of \$450 for space related costs to support the addition of staff at Constable Precinct 4.
- A total of \$50,000 for move costs associated with the new Precinct 4 Office Building.
- A total of \$30,000 for move costs associated with the new North Rural Community Center and Clinic.
- A total of \$175,000 for priority needs in Facilities Management to be determined by the department and approved by the Commissioners Court. Since the adoption of the budget, the Commissioners Court approved Facilities Management's proposal for five FTE (two Building Maintenance Workers, two Security Attendants, and one Custodian position to assist with moves). In addition, the Commissioners Court approved the use of these funds for additional temporary security positions, additional cellular and radio airtime, and to assist with carpet replacements.

FY 03 Capital Issues

Capital equipment and capital projects included in the Adopted Budget from all sources total \$7,944,943.

Capital Equipment and Projects funded from CAR (\$287,393)

- Jail mold remediation/repair (\$232,885)
- Energy efficiency improvements IV (\$45,958)
- Space related costs to support new staff for Constable Precinct 4 (\$7,500)
- Space related costs to support replacement furniture for the Community Supervisions and Corrections Department (\$1,050)

Capital Projects funded out of five year Certificates of Obligation (\$445,210)

- Precinct One Building expansion (\$275,000)
- Courthouse waterproofing repair (\$170,210)

Capital Projects funded out of twenty year Certificates of Obligation (\$7,212,340)

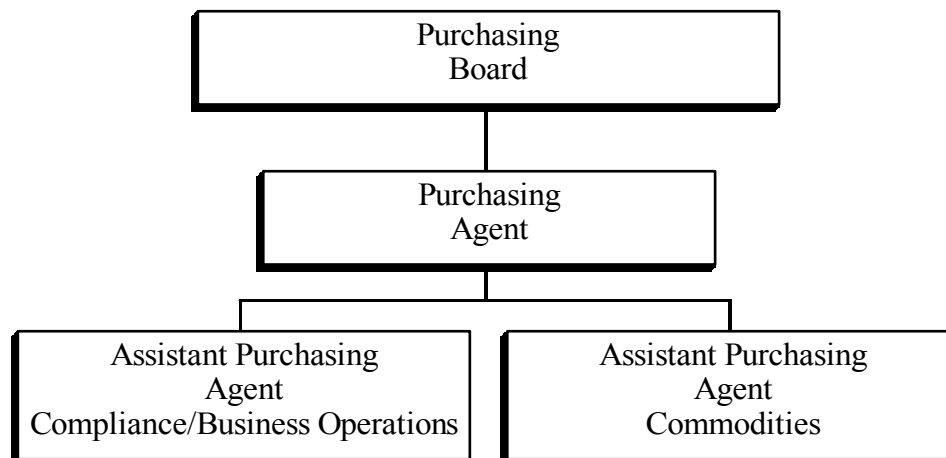
- West Rural Community Center/Clinic and Precinct Three Office Building (\$4,172,872)
- North Rural Community Center/Clinic (\$2,362,468)
- Precinct Four Office Building completion (\$677,000)

Purchasing (15)

Mission Statement

The Purchasing Office is committed to: ensuring compliance with the County Purchasing Act as well as other state and federal laws applying to purchasing; providing equal access to all vendors participating through competitive acquisition of goods and services; providing a quality, on-going supply of goods and services to all County offices; accounting for all County assets by an effective fixed asset management system; and protecting the interests of the Travis County taxpayers without regard to undue influence or political pressures, and protecting the integrity of the County procurement system.

Organizational Structure



Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
Customer Satisfaction (1-6 Scale)	5.2	5.0	5.5	5.5
# of purchase orders processed	18,655	22,372	23,500	24,500
# of requisitions processed	20,247	24,096	26,000	26,800
# of Information for Bid/Request for Proposals' completed	149	148	200	210
# contracts written*	317	281	250	275

* Excludes contract modifications extending the contract for an additional year.

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$1,332,732	\$1,490,358	\$1,662,406	\$1,767,468	\$105,062
Operating	\$221,044	\$221,351	\$227,972	\$221,951	(\$6,021)
CAR	(A)	(A)	\$12,095	\$0	(\$12,095)
Fund Total	\$1,553,776	\$1,711,709	\$1,902,473	\$1,989,419	\$86,946
FTE	26.0	27.0	29.0	30.0	1.0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

- (A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".
- (B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the Purchasing Office includes an increase of \$86,946, or 4.6% over the FY 02 Adopted Budget. Included in this amount is a reduction of \$12,095 for the removal of one-time FY 02 capital funds.

Personnel

Highlights of a \$105,062 increase in the personnel budget include:

- An increase of \$9,276 for the annualized cost of a FTE that was partially funded in FY 02 to maintain procurement compliance.
- A decrease of \$216 for the removal of one-time performance based pay.
- An increase of \$57,618 for the annualized cost of a Purchasing Agent Assistant IV approved midyear by the Commissioners Court.
- An increase of \$2,051 for performance based pay for the GASB 34 position funded in midyear of FY 01.
- An increase of \$6,646 that was internally reallocated from operating to various personnel line items.
- An increase of \$24,437 for increases to health insurance and retirement costs.
- An increase of \$5,250 for a salary increase for the Purchasing Agent that was approved by the Purchasing Board.

Operating Expenses

Highlights of a \$6,021 decrease in the operating budget include:

- An increase of \$625 for operating expenses associated with the annualized cost of the Purchasing Agent Assistant IV approved midyear by the Commissioners Court.

- A decrease of \$6,646 that was internally reallocated from operating to various personnel line items.
- There were minor reallocations between two operating line items.

FY 03 Capital

The FY 03 Adopted Budget includes no capital funding for this department.

Historical Commission (17)

Mission Statement

Travis County Historical Commission initiates and conducts programs as authorized by Chapter 152, Acts of the 50th Legislature, 1963 as amended, (Art. 6145-1, VACS) for the preservation of the heritage of Travis County, Texas and its citizens.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of special projects	4	4	5	4
# of volunteer hours contributed	N/A	N/A	1,000	1,000
# of marker applicants	6	11	10	10
# of markers sponsored	2.0	0.0	1.5	1.0
# of markers dedicated	2	1	5	5
# of publications sponsored	1	2	2	2

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$0	\$0	\$0	\$0	\$0
Operating	\$1,492	\$1,492	\$1,842	\$1,842	\$0
CAR	(A)	(A)	\$0	\$0	\$0
Fund Total	\$1,492	\$1,492	\$1,842	\$1,842	\$0
FTE	0.0	0.0	0.0	0.0	0.0
Prior Year CAR	\$0	\$0	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

(A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".

(B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

Operating Expenses

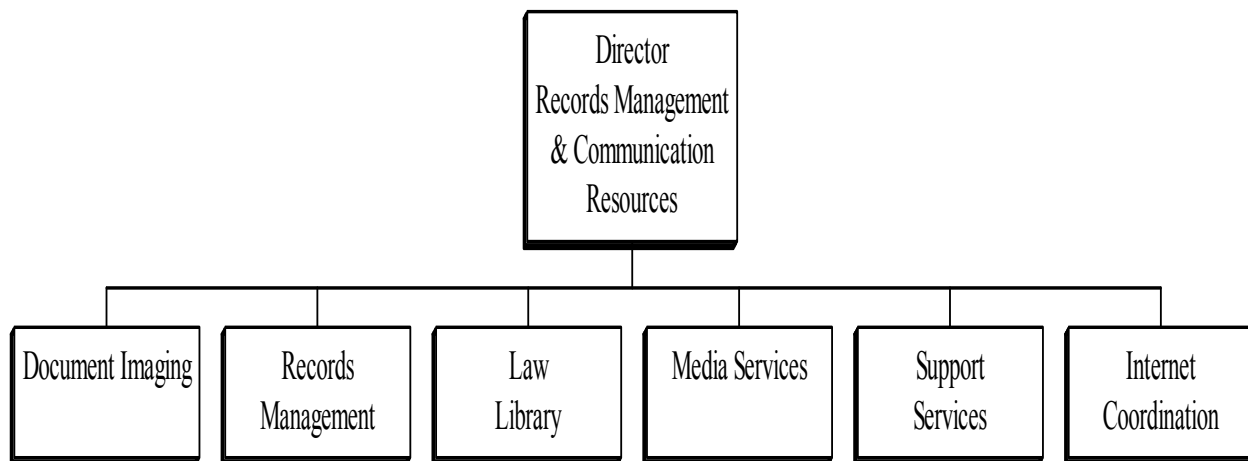
The Historical Commission's budget total for FY 03 is unchanged from its FY 02 budget. There were no other changes to the Adopted Budget compared to FY 02 other than minor internal reallocations due to the annual conference being held locally this year.

Records Management and Communication Resources General Fund (57)

Mission Statement

The Records Management and Communication Resources (RMCR) Department's mission is to act as the caretaker of information belonging to the citizens of Travis County. This stewardship involves safeguarding the information while making it available in a usable and cost effective manner. RMCR works to provide information to the public about the activities and programs of County government.

Organizational Structure



The Director of Records Management and Communication Resources reports to the Executive Manager of Administrative Operations.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of notaries by the information booth	4,164	3,694	3,056	3,000
# of work orders on County copier fleet	1,311	1,233	1,200	1,100
% of copier work closed by the next day	86%	82%	90%	90%
# of pieces of metered mail (annual)	1,847,418	1,987,832	2,100,000	1,995,000
# of new programs produced	245	182	180	180
(daily)	4,238	6,236	6,000	10,000
orders	12	7	7	7

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$862,281	\$988,011	\$1,048,342	\$1,024,728	(\$23,614)
Operating	\$1,878,238	\$2,063,408	\$1,989,363	\$2,073,244	\$83,881
CAR	(A)	(A)	\$288,467	\$78,295	(\$210,172)
Fund Total	\$2,740,519	\$3,051,419	\$3,326,172	\$3,176,267	(\$149,905)
FTE	22.55	23.90	23.90	22.90	(1.00)
Prior Year CAR	\$96,084	\$86,689	(A)	(A)	(A)
Other Capital (B)	\$0	\$0	\$0	\$0	\$0

- (A) Items funded through the Capital Acquisition Resources Account (CAR) before FY 02 were funded outside the department's General Fund operating budget. The amounts funded in prior years are shown below under "Prior Year CAR".
- (B) Other Capital includes such sources as Certificates of Obligation and bond funds.

FY 03 Budget Issues

The FY 03 Adopted Budget for the Records Management and Communication Resources Department includes a decrease of \$149,905, or 4.5% less than the FY 02 Adopted Budget. The major difference between the FY 02 and FY 03 Adopted Budget is a \$210,172 decrease in CAR funding for FY 03 compared to FY 02.

Personnel

Highlights of a \$23,614 decrease in personnel include:

- A decrease of \$7,652 for the removal of one-time performance based pay.
- A \$41,108 reduction due to the elimination of the Copier Repair Technician FTE. This amount was reallocated to operating for additional funding for offsite storage expenses.
- A \$1 decrease due to the department submitting its budget below the established budget target.
- An increase of \$17,617 for increases to health insurance and retirement costs.
- An increase of \$7,530 for a departmental manager upgrade associated with the implementation of the E-Filing Project.

Operating Expenses

Highlights of the \$83,881 increase in operating include:

- A decrease of \$11,000 for the removal of one-time costs for the printing of county business cards associated with a County-wide change in telephone numbers that occurred in FY 02.
- An increase of \$41,108 for the reallocation of personnel funds associated with the deletion of the Copier Repair Technician FTE to fund additional offsite storage requirements.
- An increase of \$4,016 to fund additional offsite storage requirements.

- There was also an internal \$25,000 reallocation within the operating budget to fund FY 03 offsite storage requirements.
- An increase of \$13,368 was reallocated from the Community Supervisions and Corrections Department's budget to RMCR to fund the yearly expense of six copiers in the Community Supervisions and Corrections Department.
- An increase of \$36,389 for the leasing of new and replacement copiers for various County departments.

FY 03 Capital Issues

The Adopted Budget includes \$78,295 for capital. This amount includes:

- \$795 for a card reader to support an additional copier in the Law Library which will allow the public to purchase copies of Law Library materials.
- \$25,000 for a scanner to image documents.
- \$52,500 for five digital VCRs that are compatible with new digital systems that will replace older analog VCRs.

Records Management and Communication Resources (57) Law Library Fund (Fund 011)

Purpose

The Law Library Fund is established by the Texas Local Government Code. It is used to provide legal materials to court litigants. The Library maintains two primary branches for use by the general public, attorneys, judges as well as County employees.

Funding Source

The Law Library Fund generates funds through fees placed on civil court filings. The County Auditor has certified \$667,000 in fee income and \$7,000 in interest income for FY 03. The Law Library has a beginning balance of \$342,294, for a total fund revenue of \$1,016,294.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of hrs of non-computer assisted research	2,912	2,800	3,000	3,000
% of collection in electronic format	15%	20%	25%	35%
% of manual reference requested completed by end of day of inquiry	95%	99%	99%	99%
% of new materials processed in one week to keep collection current	80%	99%	95%	99%
# of CD-ROM searches on library workstations	5,000	3,000	5,000	2,000

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$247,953	\$245,299	\$287,399	\$349,964	\$62,565
Operating	\$398,708	\$621,872	\$676,778	\$666,330	(\$10,448)
Total	\$646,661	\$867,171	\$964,177	\$1,016,294	\$52,117
Capital	\$0	\$0	\$0	\$0	\$0
FTE	5.35	5.50	5.50	6.50	1.00

FY 03 Budget Issues

In FY 03, the Adopted Budget includes an increase of \$52,117, or 5.4% over the FY 02 Adopted Budget. In FY 03, the Law Library will have an Allocated Reserve of \$243,613, which is included in the operating budget row in the table on the previous page. The Allocated Reserve for FY 03 is \$85,854 less than the FY 02 Allocated Reserve amount of \$329,467.

Personnel

Highlights of a \$62,565 increase in personnel include:

- An increase of \$51,574 for the addition of two half-time Reference Attorney II for a total of 1 FTE. Of this amount, \$25,787 was added for the annualized personnel cost of a Reference Attorney II (.5 FTE) approved by the Commissioners Court during midyear of FY 02 to establish a pro se services program, and an additional \$25,787 was added for a second Reference Attorney II (.5 FTE) approved by the Commissioners Court for FY 03 to assist the recently established program.
- A decrease of \$530 for the removal of one-time performance based pay.
- An increase of \$5,716 from the reallocation of various operating line items to personnel.
- An increase of \$5,805 for increases to health insurance and retirement costs.

Operating Expenses

Highlights of a \$10,448 decrease in the operating budget include:

- A decrease of \$85,854 of the FY 03 Allocated Reserve of the fund compared to FY 02.
- A decrease of \$30,000 for the removal of one-time funding for adjustable shelving.
- An increase of \$2,233 for operating expenses associated with the Reference Attorney II approved midyear of FY 02.
- An increase of \$50,000 for the annualized cost to provide additional passwords to enable new County staff to have on-line access to law reference materials.
- A decrease of \$5,716 due to the reallocation of operating line items to personnel.
- An increase of \$2,472 for computer related equipment for the Reference Attorney II (.5 FTE) added in FY 03.
- An increase of \$40,395 to maintain the existing law book collection.
- An increase of \$10,100 to provide the jail library, all county-employed attorneys, and judges online access to law reference materials.
- An increase of \$5,922 in one-time funding for additional law books requested by patrons.

FY 03 Capital Issues

There are no capital items funded in the FY 03 Adopted Budget for the Law Library Fund.

Records Management and Communication Resources (57) County Clerk Records Management Fund (Fund 028)

Purpose

The County Clerk Records Management Fund is a fee-based program for the preservation of Travis County records. The County Clerk contributes a portion of this fund to the Records Management and Communication Resources (RMCR) Department for County-wide records management activities. These activities consist primarily of offsite storage of records and document imaging.

Funding Source

The County Clerk Records Management Fund derives its income from fees for court cases and legal transactions. For FY 03, total revenue is certified at \$1,538,831, a decrease of \$13,067 from FY 02. This decrease is the result of a \$71,327 decrease in the beginning fund balance, a \$63,260 increase in fees, and a \$5,000 decrease in interest earned. Of the total \$1,538,831 in revenue, Records Management and Communication Resources is budgeted \$610,926 in FY 03.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of images scanned	1,590,000	1,850,000	1,900,000	1,900,000
# of Disc (COLD) reports created	3,175	2,700	2,500	2,500
# of microfilm images filmed	900,000	0	200,000	3,000,000

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$372,509	\$397,032	\$429,578	\$435,324	\$5,746
Operating	\$180,697	\$184,746	\$175,516	\$175,602	\$86
Total	\$553,206	\$581,778	\$605,094	\$610,926	\$5,832
Capital	\$0	\$0	\$0	\$0	\$0
FTE	10.35	10.35	10.35	10.35	0.00

FY 03 Budget Issues

In FY 03, the Adopted Budget includes an increase of \$5,832, or a 1% increase over the FY 02 Adopted Budget.

Personnel

Highlights of a \$5,746 increase in personnel includes:

- A decrease of \$2,032 for the removal of one-time performance based pay.
- A decrease of \$86 due to a reallocation from personnel to operating.
- A reallocation of \$10,741 between personnel divisions to align expenditures with the budget.
- An increase of \$7,864 for increases in health insurance and retirement costs.

Operating Expenses

There was an increase of \$86 in operating expenses for FY 03 due to the reallocation of funds from the personnel budget to the operating budget.

FY 03 Capital Issues

There are no capital items for the department funded in the FY 03 Adopted Budget for the County Clerk Records Management Fund.

Records Management & Communication Resources (57) - Records Management and Preservation Fund (Fund 030)

Purpose

The Records Management and Preservation Fund supports the state mandated records management function that Travis County has centralized in the Records Management and Communication Resource Department.

Funding Source

The Records Management and Preservation Fund generates funds through fees placed on certain court cases and legal transactions. The County Auditor has certified \$236,000 in fee income and \$2,500 in interest income for FY 03. The Records Management and Preservation Fund has a beginning balance of \$114,868, for a total fund revenue of \$353,368.

Key Program Statistics

Measures	FY 00 Actual	FY 01 Actual	FY 02 Projected	FY 03 Projected
# of Cu. Ft. records sent to off-site storage	10,318	8,985	8,400	8,400
Total # Cu. Ft. in offsite storage at year end	96,908	105,898	144,298	122,698
# Cu. Ft. permanently removed from offsite storage	2,233	2,642	2,000	2,000

Adopted Budgets FY 00-03

	FY 00	FY 01	FY 02	FY 03	Diff FY 03-02
Personnel	\$171,335	\$186,004	\$214,737	\$218,329	\$3,592
Operating	\$77,224	\$76,668	\$100,644	\$135,039	\$34,395
Total	\$248,559	\$262,672	\$315,381	\$353,368	\$37,987
Capital	\$0	\$0	\$0	\$0	\$0
FTE	3.75	3.75	4.25	4.25	0.00

FY 03 Budget Issues

In FY 03, the Adopted Budget includes an increase of \$37,987, or 12% over the FY 02 Adopted Budget. In FY 03, the Records Management and Preservation Fund will have an Allocated Reserve of \$93,979, which is included in the operating budget row in the table above. The Allocated Reserve for FY 03 is \$39,636 more than the FY 02 allocated reserve of \$54,343.

Personnel

Highlights of a \$3,592 increase in personnel includes:

- An increase of \$241 that was reallocated from operating for FY 03 personnel requirements.
- An increase of \$3,351 for increases to health insurance and retirement costs.

Operating Expenses

Highlights of a \$34,395 increase in the operating budget includes:

- An increase of \$39,636 in this fund's FY 03 Allocated Reserve compared to FY 02.
- A decrease of \$5,000 for the removal of one-time funds used to purchase 20 licenses for record management software users.
- A decrease of \$241 that was reallocated to personnel.

FY 03 Capital Issues

There are no capital items funded in the FY 03 Adopted Budget for the Records Management and Preservation Fund.